

NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Reference Number: CFC-2016-01

Open Period: March 07 - March 22, 2016

Title, Series, Band/Grade: Human Resources Assistant (Military), ZS-0203-4 (GS-7/8 Equivalent)

Duty Station: Silver Spring, MD

Who May Apply/Area of Consideration: Current NOAA employees at the (1) ZS Pay Band 4; or (2) GS-8 grade level; or (3) GS-7 grade level with promotion potential to the GS-8 grade level.

Relocation: Relocation expenses **will not** be considered.

Security Level: Non-sensitive, Low Risk

Background: An opportunity is available to join the Office of Marine and Aviation Operations Commissioned Personnel Center. The work of the position involves managing multiple assignments and conflicting priorities while meeting various deadlines. This position is critical to the success of the Officer Career Management Division (OCMD). The OCMD is responsible for the recruitment, training, assignment coordination and evaluation of the entire NOAA Corps. OCMD works closely with other Line Offices as well as the Marine and Aviation Centers to provide customer service and support for over 300 NOAA Corps officers.

Duties: Travel: Prepare timely and accurate travel documents in support of CPC and OCMD training and operations. TAs and TVs for CPC staff travel, BOTC recruit interview related travel, BOTC recruit physicals, BOTC travel, REFTRA travel, invitational travel for CPC related business and other CPC/OCMD travel to support training and objectives.

Officer Evaluation Reports (OERs): Check-in, route, and perform data entry of all OERs (-500 year).

Administrative: Log officer training certificates into the database and scan into Officer Personnel File (OPF). Collect and track administrative paperwork from prospective applicants to incoming BOTCs. Process applications for the candidates to present to Officer Personnel Boards (OPB) for the selection of BOTC candidates (e.g. scan applications, maintain database, and manage hard copies).

Knowledge, Skills, and Abilities (KSAs):

- Ability to prepare and edit documents related to personnel actions.
- Skill in automated systems.
- Knowledge of military human resource processing.
- Knowledge of travel regulations.
- Ability to resolve internal and field generated inquiries

Educational Qualifications: There is no positive education requirement for this position.

Specialized Experience Statement: Applicants must possess the specialized experience equivalent in difficulty and responsibility to the position being filled. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position.

Specialized Experience for this position includes preparing and submitting travel authorizations and vouchers; processing, routing, data entry, scanning into electronic database and filing hard copies of performance reviews (OERs), administrative, medical and training documents for current NOAA Corps officers in addition to 100-150 NOAA Corps applicants per year.

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: mailto: Devin.R.Brakob@noaa.gov (**Do not send PII to this email account**).

NOTE: *Any PII information should be sent using DOC's approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/courier/web/1000@/wmLogin.html>

Additional Questions – Point of Contact:

CDR Devin Brakob
Chief, Officer Career Management Division
Office of Marine and Aviation Operations
Silver Spring, MD
Devin.R.Brakob@noaa.gov
301-713-7748